



Department Notice

January 21, 1972

TO ALL EMPLOYEES
STATE, AID, USIA

Policy on Wives of Foreign Service Employees

The Department believes that the tradition of husband and wife teams and of wives' participation in the representational activities of a post has been one of the major strengths of the Foreign Service. It is convinced that the great majority of married couples in the Foreign Service have welcomed this unique opportunity to work together and to contribute together towards the attainment of the objectives of the Service and of the U.S. Government.

If this tradition is to continue and be strengthened there must be a recognition that participation by a Foreign Service wife in the work of a post is a voluntary act of a private person, not a legal obligation which can be imposed by any Foreign Service official or his wife.

From its inception under Jefferson and Franklin, a basic principle of American diplomatic practice has been that our style of diplomacy must be representative of our way of life. In the past few years, rapid changes in American society have provided wider roles for women than were traditionally available. Women have gained increasing recognition of their right to be treated as individuals and to have personal and career interests

State Dept. declassification & release instructions on file

FORM 10-64 DS-323		For Department Use Only	
Initials:		<input type="checkbox"/> In <input type="checkbox"/> Out	
Drafted by:	The Open Forum Panel	Drafting Date:	1/12/72
	M - Mr. Macomber/1/12/72	Phone No.:	21500
		Contents and Classification:	Approved by:
			M - William B. Macomber, Jr.
	EUR - Mr. Hillenbrand/M	Concurrences:	USIA - Mr. Posner
	AE - Mr. Newsom		AID - Mr. Campbell
	M/DG - Mr. Hall		

POLICY ON WIVES OF FOREIGN SERVICE EMPLOYEES

The following is U.S. Government policy regarding wives of Foreign Service employees. This policy applies as well to male spouses and other dependents of Foreign Service employees. Copies of this instruction should be made available to all employees and their dependents. Ambassadors and Principal officers are asked to insure that this policy is observed and that all concerned understand the voluntary character of wives' participation on which it rests:

1. The wife of a Foreign Service employee who has accompanied her husband to a foreign post is a private individual; she is not a Government employee. The Foreign Service, therefore, has no right to levy any duties upon her. It can only require that she comport herself in a manner which will not reflect discredit on the United States.

2. Foreign Service Officers have broadly defined representational responsibilities overseas. These are an integral part of their job, and they are expected to lead generally active social lives. An officer is not relieved of such responsibilities if his wife chooses not to assist him in carrying them out. However, the U.S. Government has no right to insist that a wife assume representational burdens. Each wife must decide the extent to which she wants to participate as a partner in this aspect of her husband's job. She is free to follow her own interests (subject only to the laws and regulations of the host country and the U.S. Government).

3. Many wives may want to engage abroad, as they do at home, in charitable activities. In doing so they not only help others less fortunate than themselves, but often contribute favorably to the image of the U.S. abroad. However, a wife's participation in charitable activities must be truly voluntary. Which particular charity, if any, and the extent of her involvement is a decision for the wife alone to make.

This applies also to wives' participation in activities such as binational organizations, clubs and "in-house" social gatherings which are often worthwhile, contribute to morale and the effective functioning of the post, and thus benefit the Foreign Service. Many wives enjoy these activities, provided they are not viewed as requirements. Some do not and are not required to engage in them.

- 2 -

in addition to their more traditional roles as wife or mother. If the Foreign Service is to remain representative of American society, and if its traditions are to be preserved and strengthened, the Foreign Service must adapt to these changing conditions. Recently these changes in American society have resulted in a growing attention to the role of a Foreign Service wife abroad. To some extent, this has been heightened by occasional but serious abuses in which requirements have been levied on some wives which are today considered unnecessary and demeaning.

The attached policy statement is designed to eliminate these occasional abuses which have occurred in the past, and more importantly to permit wives to choose for themselves the roles they wish to follow. It is not intended to undermine the sense of cooperation, participation and community spirit abroad or the tradition of response by Foreign Service communities to special and emergency situations which arise. On the contrary, the Department believes that emphasizing the voluntary nature of wives' contributions will strengthen and enhance the traditions of cooperation and common purpose which have characterized Foreign Service life.

It should also be emphasized that this policy statement is in no way intended to criticize the past actions of any group of employees or their dependents, nor is it designed to pass judgment on the relative merits of various roles which Foreign Service wives may wish to play. The Foreign Service can benefit when wives follow the traditional role of Foreign Service wives, but it also can benefit when wives pursue other interests, be they academic, professional, family or avocational which are not in conflict with the appropriate conduct of diplomats in a foreign country.

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4. Although membership in a diplomatic community and the requirements of protocol inevitably involve considerations of rank and precedence in dealing with people outside the post, this does not grant to any wife authority over, or responsibility for, the wives of other employees. The American tradition of neighborliness, personal courtesy and mutual concern is the appropriate way to be helpful and friendly without assuming a superior-subordinate relationship.

5. Mention of wives' participation or lack thereof in the types of activities discussed in this instruction may not be made in performance evaluation reports, Inspectors' efficiency reports, or training evaluations. Every rating and reviewing officer has the responsibility of insuring that employees' ratings are not affected by such considerations. However, should violations of this policy occur, remedial action will be taken.

6. The Department, USIA, and AID are instituting careful reviews of their regulations and guidelines to insure that they conform with these principles. Posts are instructed to review their own programs and guidelines to insure conformity with this instruction. These Agencies are confident that this policy statement will receive the support and cooperation of all concerned. If violations do occur, every effort should be made to resolve them at post. However, if after such an effort is made, they cannot be resolved in the field, they should be brought to the attention of the Director General for the Department of State, Office of Personnel and Manpower for AID, and the Assistant Director for Personnel and Training for USIA. Complaints of abuse will be handled on a confidential basis.

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OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Mn [redacted]	12 June 67	JJ
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3	Dee		
4			
5	Please file		
6			
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY	
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION	
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN	
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE	
Remarks: I know Bob S. has returned your Memo to me - but I have now read completely for the first time. I think it is a good paper and some of the philosophy should be retained in Memo to Ex Dir. I also believe			
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FROM: NAME, ADDRESS AND PHONE NO.			DATE
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FORM NO. 1-67 237 Use previous editions (40)

SENDER WILL CHECK CLASS.		ACTION TOP AND BOTTOM	
UNCLASSIFIED	CONFIDENTIAL	CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Support	9 JUN 1972	<i>BN</i>
2			
3	Director of Personnel	12 JUN 1972	<i>ROK</i>
4	<i>DD/Pers</i>	12 JUN 1972	<i>JO</i>
5	<i>DD/Pers</i>		
6	<i>DD/Pers/PC</i>	15 JUN 1972	<i>DM</i>
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
<p>Remarks: <i>when you have recovered we can discuss further. 188,</i></p> <p><i>4 o'clock item.</i></p> <p><i>Para 4 surprises me somewhat - Not sure para 2 is clear unless he means there would be more specific w/o to panel if employees did not see reviewer comments.</i></p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Executive Director-Comptroller			7 June 72
UNCLASSIFIED	CONFIDENTIAL	SECRET	

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OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director-Comptroller 7E-12 HQ	JUN 1972	WEC
2			
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<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
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<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
Remarks: <p style="font-size: 1.2em;">This paper offered for consideration at regular Deputies Meeting.</p> <p style="text-align: right;">HBF</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Director of Personnel 5E-56 HQ			5 MAY 1972
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL
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OFFICIAL ROUTING SLIP	
TO	NAME AND ADDRESS
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4	C/Review
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ACTION	DIRECT REPLY
APPROVAL	DISPATCH
COMMENT	FILE
CONCURRENCE	INFORMATION
	PREPARE REPLY
	RECOMMENDATION
	RETURN
	SIGNATURE
Remarks:	
<p>Here's another bit of gist for the F.R. mill.</p> <p>Do you see anything of significance for our study? d'ne called & thanked</p>	
FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
	28 Aug
UNCLASSIFIED	CONFIDENTIAL SECRET

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TO	NAME AND ADDRESS	DATE	INITIALS
1		28 Aug 72	JG
2			
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4	C/Review		
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ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Please review this and tell me how it bears on our getting the F.R. Study out.
I've not looked at it.

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FROM: NAME, ADDRESS AND PHONE NO.		DATE
JG		28 Aug
UNCLASSIFIED	CONFIDENTIAL	SECRET

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UNCLASSIFIED	CONFIDENTIAL SECRET				
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	D/Pers	<i>[Signature]</i>	<i>ABF</i>		
2	DD/Pers/PC				
3	C/Review				
4					
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6					
<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE
Remarks: 1MAG on Fitness Reports. You may wish to discuss at a 4 o'clock. <div style="border: 1px solid black; width: 150px; height: 40px; margin: 10px auto;"></div> <i>You may want to discuss while he's gone</i> <i>1-2, 3 have copy</i> <i>[Signature]</i>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
Exec Asst					7/2
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>	SECRET

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OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director-Comptroller	31 July	[Signature]
2			
3	D/Personnel		
4			
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6			
<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	FILE
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
Remarks: <p style="text-align: center;">In response to your request for an input from MAG on possible changes in the fitness report procedures</p> <p>1-3 Provided as an input to your survey. Have retained a copy for EXDIR's review.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
MANAGEMENT ADVISORY GROUP			31 July
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL
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FORM NO. 237 1-67 Use previous editions GPO : 1968 O - 297-542 (40)

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TRANSMITTAL SLIP		DATA
TO: <i>D/Personnel</i>		
ROOM NO.	BUILDING	
REMARKS:		
<p>Harry:</p> <p>You may be interested in our current efforts to improve our fitness reporting.</p> <p><i>Quote in Agenda they will discuss question of a longer (Agency) policy consideration, i.e., should not be reviewed by officials</i></p>		
FROM: C/OPSER <i>comments?</i>		
ROOM NO.	BUILDING	EXTENSION
		<i>204 JUL 1972</i>
FORM NO. 241 1 FEB 55		
REPLACES FORM 36-8 WHICH MAY BE USED.		

(47)

JUL 13/72

TO:		Director of Personnel	
ROOM NO.	BUILDING		
REMARKS:			
<p>Attached for your information is a memorandum prepared by the SP Junior Advisory Panel at the request of Chief, Review Staff, OP. Although we have been most receptive to Mr. [REDACTED] request, we felt it was appropriate to forward a copy of our response directly to you. Because of time limitations the JAP's did not feel they were able to devote as much time to this subject as they wanted to and plan to consider this subject again at a later date.</p>			
FROM: [REDACTED]			
ROOM NO.	BUILDING		
2E45	Hq		

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

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OFFICIAL ROUTING SLIP			
TO		DATE	INITIALS
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: John - Have you seen this? ⊗ Per Helen - the meeting was held on 17 July - DD/P hasn't yet approved the minutes. ⊗			
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		DATE	
		7/24/72	
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OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Assistant to the Executive Director-Comptroller	14 JUN 1972	BE/AY		
2					
3	<i>D/Per</i>	14 JUN 1972	15 JUN 1972	<i>WBF</i>	
4					
5	<i>DD/Per/RC/Ch Review Staff</i>	14 JUN 1972		<i>JHM</i>	
6	<i>Ch / Review Staff</i>				
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: 1-3: Let's be sure we do include his suggestions in our FR review for the DCI - 					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
Executive Assistant/OP 5E56 HQ					3 MAY 1972
UNCLASSIFIED		CONFIDENTIAL		SECRET	

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OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
<i>EX</i>	The Executive Director	<i>May</i>	<i>MA</i>
2	Director of Personnel		
3			
4			
5			
6	Executive Director		
<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
Remarks: <p style="text-align: center;">To 2: Please draft a letter of acknowledgment for ExDir's signature and advise who Mr. is, etc.</p> <div style="text-align: right; margin-right: 100px;"> <div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div> <p>O/ ExDir</p> </div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Office of the Director			3/5/72
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OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Mr. [REDACTED] 7 D 59 Headquarters				
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: <p style="text-align: center;">Returned per your request.</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
Mr. [REDACTED] 5 E 56 HQ [REDACTED] Executive Asst./OP					MAY 1972
UNCLASSIFIED		CONFIDENTIAL		SECRET	

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OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. 		
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<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
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<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
Remarks: Please review--this will be discussed soon at a 4 o'clock. -- Would Appreciate your discussing with me, <hr/> Chapman on Pih &			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
 , Exec Asst/OP			31 Mar
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL
<input type="checkbox"/>		<input type="checkbox"/>	SECRET

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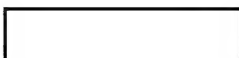
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DEPARTMENT OF STATE

WASHINGTON, D.C. 20520

Feb. 8, 1972

Mrs



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Development Appraisal Report
no longer used in Department.


Ruth Rodier
INR/OIL

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UNCLASSIFIED	CONFIDENTIAL	SECRET													
OFFICIAL ROUTING SLIP															
TO	NAME AND ADDRESS	DATE	INITIALS												
1	C/ Director of Personnel 5 E 13 Headquarters	8 FEB 1972	RDK												
2	AD/Per	8 FEB 1972													
3	AD/Per	8 FEB 1972	HBP												
4															
5	DD/Per / PC	8 FEB 1972	PH												
6	John - Power														
<table border="1"> <tr> <td>ACTION</td> <td></td> </tr> <tr> <td>APPROVAL</td> <td>DISPATCH</td> </tr> <tr> <td>COMMENT</td> <td>FILE</td> </tr> <tr> <td>CONCURRENCE</td> <td>RECOMMENDATION</td> </tr> <tr> <td></td> <td>RETURN</td> </tr> <tr> <td></td> <td>SIGNATURE</td> </tr> </table>				ACTION		APPROVAL	DISPATCH	COMMENT	FILE	CONCURRENCE	RECOMMENDATION		RETURN		SIGNATURE
ACTION															
APPROVAL	DISPATCH														
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	RETURN														
	SIGNATURE														
Remarks: <p>State Dept Notice - First page deals with release of second part of Fitness Report.</p> <p>Second paper states that if wives of State Department employees overseas want to do various things OK but they are not Govt employees and have no obligation to perform any duties. Also knock it off on Fitness Reports as regards commenting on what or what she doesn't do.</p> <p style="text-align: right;">RDK</p> <p><i>This got a lot of press attention</i></p>															
FOLD HERE TO RETURN TO SENDER															
FROM: NAME, ADDRESS AND PHONE NO.			DATE												
C/CCS G H 44 Hqs.			1 Feb 72												
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